

Position: Evidence Technician

Department: Sheriff's Office

Salary Grade: See Compensation Pay Plan

Overtime Compensation: See section in Personnel Policy, Ordinance No. 16-009 regarding overtime pay.

Holiday Pay: See section in Personnel Policy, Ordinance No.16-009 regarding Holiday pay.

Probationary Period: Employee must satisfactorily complete a nine (9) month probationary period.

F.L.S.A.: Regular part-time position Classified. Subject to Sierra County Personnel Policy, Ordinance No. 16-009.

Reports to: Sierra County Assessor

Job Summary:

Under the supervision of the County Sheriff the Evidence Technician has a variety of critical responsibilities and administrative duties within the property and evidence functions, including maintaining the evidentiary chain of custody and integrity of evidence and property. This position will receive, record, account for, store, safeguard, collect, verify, release and disburse evidence as well as body worn camera footage that has been created pursuant to 29-1-18 NMSA 1978 and Sierra County Sheriff's Office Policy 1-17 – Body Worn Cameras. Employees in this position are usually civilian and perform duties associated with the collection, custody, and care of evidence and property brought into the department's possession. Employees generally work during standard business hours during weekdays but may be required to work other shift arrangements as required by need, to include weekends and nights. Travel may be required in order to accomplish certain job tasks and attend training, to include overnight trips. The position is under the direct supervision of the Under Sheriff.

Minimum Requirements:

A minimum of two (2) year's college experience or a degree in computer data entry, database solutions, network administration or equivalent or two (2) or more years of experience in a related field or a combination of training and experience. Must possess a valid New Mexico driver's license. Must be familiar with State Laws. Must have the ability to analyze data, develop and compose comprehensive reports and research. Must have the ability to communicate effectively in written and oral English.

Essential Duties:

- a. Oversees the receipt, identification, categorization, storage, and custody of a wide variety of evidence to include audio/video recordings as required pursuant to 29-1-18 NMSA 1978 (Body Worn Cameras), found property, safekeeping items, and items held for destruction in accordance with established best practices, departmental general orders, state, and federal laws.
- b. Oversees the entry of items into the appropriate computer systems to include maintaining accountability of audio/visual recordings as required pursuant to 29-1-18 NMSA 1978.
- c. Maintains accurate records on existing, released, destroyed, donated and/or auctioned property.
- d. Operates within established procedures within the evidence and property system, and maintains tracking records of individual property items to ensure chain of custody.
- e. Determines the appropriate disposition of property in compliance with court orders, departmental general orders, and applicable laws.
- f. Ensures appropriate paperwork is submitted for the transfer, release, and disposition of evidence and property items.
- g. Determines appropriate disposal of items such as for destruction, sale, auction, and department use.
- h. Prioritizes work assignments to ensure the evidence and property system stays in operation to include clearing item storage locations, ordering packaging supplies, and maintaining forms.
- i. Schedules with citizens for the release of evidence and property items.
- j. Coordinates the scheduling and transportation of evidence and property to and from the department to other locations such as other departments and testing facilities.
- k. Responds to inquiries and requests from department personnel, criminal justice agencies, courts, prosecutors, and other relevant entities in regards to evidence and property items.
- l. Maintains comprehensive records, both in hardcopy and electronic format, related to evidence and property items to include location, description, chain of custody, and disposition.
- m. Produces statistical reports and records, as necessary, in order to assist with the management and operation of the evidence and property system using approved

software programs.

- n. Utilizes department and court automated computer systems to determine the disposition of cases in order to assist with the disposition of property.
- o. Assists the Sheriff's Office with quarterly and annual audits.
- p. All other duties and assignments related to evidence and property as directed.
- q. It is the responsibility of each employee to comply with established policies and procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illness.

Physical Demands:

- a. Ability to speak, hear, and understand the written and spoken English language.
- b. Ability to sit, stand, walk, climb, balance, stoop, kneel, crouch, and/or crawl and perform these activities for intermittent and prolonged durations.
- c. Ability to use hands to manipulate, handle, and feel objects and reach with hands and arms.
- d. Ability to lift and/or move up to 25 pounds of weight from various heights.
- e. Vision abilities include close vision, distance vision, peripheral vision, depth perception, and the ability to focus on objects at various ranges (with or without assistance from prescribed eyewear).

Qualifications:

- a. Must possess a high school diploma or GED and provide a valid transcript (if requested).
- b. Must possess the ability to speak clearly, write legibly, and formulate basic reports and general correspondence.
- c. Must possess the ability to use basic computer equipment and programs.
- d. Must possess the ability to compute basic mathematical formulas and process statistical information.
- e. Must possess and maintain a valid New Mexico driver's license.

- f. Must maintain a residence in the state of New Mexico.
- g. Must successfully pass a comprehensive background investigation and drug screening.